



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Labor Standards

Sub-Section:

TITLE: Annual OSHA Inspection Reports

CUTOFF: EOFFY

DESCRIPTION: Reports of inspections for compliance for safety and health in the workplace by Officers of the Department of Labor. Records include, but are not limited to, Occupational Safety and Health Administration conducted performance evaluations and inspection reports. Records created per 29 CFR part 1903.3(a).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6412

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Cave Inspection Fee Files

CUTOFF: EOSFY

DESCRIPTION: Records of annual inspection fees paid by every cave owner, operator or agent of any cave held open to the visiting public in Missouri. Records include, but are not limited to, written notification to the division, copies of fee receipts and certificates of inspection. Records created per Section 293.620 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6402

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Cave Inspection Report Files

CUTOFF: EOCY in which inspections completed

DESCRIPTION: Report files providing documentation of consultation services to public cave owners, operators or agents and inspection of public caves for safety and health issues. Records include, but are not limited to, Cave Inspection Reports and Certificates of Inspection. Records created per Section 293.620 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6397

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Labor Standards

Sub-Section:

TITLE: Child Labor Work Certificates and Permits

CUTOFF: EOY in which work certificate or permit expires

DESCRIPTION: Certificates and permits for employment required by law. Records include, but are not limited to, proof of age, a permission form from the parent or legal guardian, and a written statement from the prospective employer setting out the nature and expected duration of employment. Records created per Sections 294.005 through 294.150 RSMo.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Missouri chapter 11 applies to youth under the age of 16. Youth under 14 years of age generally are not permitted to work at any job (other than in entertainment or casual work) at anytime. Youth who are 14 or 15 generally are permitted to work, but their work (as well as the work of all children in the entertainment industry) is subject to several restrictions. The only exemption from the law is when the business is owned by the parent or legal guardian and the child remains under the direct control of the parent or legal guardian. If the parent or legal guardian is simply a supervisor, the law still applies.

DISPOSITION ACTION: Destroy

SERIES: 6393

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Closed Child Labor Case Files

CUTOFF: Completion of investigation

DESCRIPTION: Records of violations of Missouri's Child Labor Law. Records include, but are not limited to, documentation of investigations conducted pursuant to Section 294.121 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Missouri chapter 11 applies to youth under the age of 16. Youth under 14 years of age generally are not permitted to work at any job (other than in entertainment or casual work) at anytime. Youth who are 14 or 15 generally are permitted to work, but their work (as well as the work of all children in the entertainment industry) is subject to several restrictions. The only exemption from the law is when the business is owned by the parent or legal guardian and the child remains under the direct control of the parent or legal guardian. If the parent or legal guardian is simply a supervisor, the law still applies.

DISPOSITION ACTION: Destroy

SERIES: 6392

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Labor Standards

Sub-Section:

TITLE: Investigations of Prevailing Wage Determination Case Files

CUTOFF: Completion of investigation

DESCRIPTION: Records of investigations determining whether a violation of Sections 290.210 to 290.340 RSMo. has occurred. Records include, but are not limited to, documentation of conducted investigations. Records created per Section 290.250(2) RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24065

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Mine Fatality Case Files

CUTOFF: EOY in which investigation is closed

DESCRIPTION: Reports of investigations into fatal mining accidents in Missouri mines. Records include, but are not limited to, depositions, coroner's reports and investigation reports conducted regarding fatalities occurring in Missouri mines. Records produced per Section 293.190 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 6403

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Mine Inspection Report Files

CUTOFF: EOY in which inspections completed

DESCRIPTION: Report files providing documentation of consultation services to public mine owners, operators or agents and inspection of public mines for safety and health issues. Records include, but are not limited to, Mine Inspection Reports, and Certificates of Inspection. Records created per Section 293.80 and 293.660 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Underground mines are inspected on a quarterly basis, and surface mines are inspected at least twice a year.

DISPOSITION ACTION: Destroy

SERIES: 6398

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Labor Standards

Sub-Section:

TITLE: Minimum Wage Case Files

CUTOFF: Completion of investigation

DESCRIPTION: Records documenting investigations of minimum wage violations to determine whether a violation of Sections 290.210 to 290.340 RSMo. has occurred. Records include, but are not limited to, documentation of investigations conducted pursuant to 290.250(2) RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23379

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: OSHA Cooperative Agreement Employer Consultation Visit Case Files

CUTOFF: EOFFY

DESCRIPTION: Records document Occupational Safety and Health Administration (OSHA) utilization of state personnel who provide consultative services to employers. Records include, but are not limited to, written safety and health reports to the employer and visit forms per 29 CFR 1908.1

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6408

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Title: Mine Inspection Tonnage Fee Files

CUTOFF: EOSFY

DESCRIPTION: Files documenting tonnage fees collected per ton for the specific type of ore produced. Records include, but are not limited to, fee statements. Records created per 293.030 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6401

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015